



# **89<sup>TH</sup> PUTNAM COUNTY AGRICULTURAL FAIR JULY 30-AUGUST 8, 2015**

**Agenda  
Thursday, May 21, 2015**

***Fair Board Meeting at 6:30p  
Patio behind the South Exhibit Hall at the Fairgrounds***

***BRING FOLDING CHAIR IF YOU HAVE ONE, JUST IN CASE WE NEED THEM  
We will have picnic tables set up on the patio***

***I will bring soft drinks and coffee.  
Can a couple of you bring treats?***

***If Committees need to meet we will allot time after the board meeting***

***Prayer  
Minutes and Financials Approval***

***Review the Fair Book for final printing***

***Review the Sponsors List to be in the Fair Book  
Fundraising Report***

***Reports on the Carnival, any update on the 4<sup>th</sup> of July,***

- New Arena – Wes and Carl***
- Tents from funeral homes – Jane***
- Update from meeting with Jeff Jones -- Jane***
- Parking Contract – is it signed? John Edgington***
- Lumber Jack Contest – Do we have a sponsor? Tim/Roger***
- Recruiting Volunteers for Gates – Jane and Tephany***

***Committee Meetings – let me know if your committee needs to meet.***

***June  
Board Meeting June 11  
County Extension Office – 6:30p***

- ***Distribute Fair Books and Posters across the County – 150 locations***
- ***Finalize Food orders/plans for Senior Day, etc.***
- ***Determine Equipment Needs for the Fair and make contacts with Suppliers.***
- ***Set Dates for Fairgrounds clean up and Board to work at the fairgrounds.***

***July***  
***Board Meeting July 2***  
***Second Board Meeting July 23 at the fairgrounds***

- ***Review Fair Personnel, Facilities and Supplies List for the Ten Days – make assignments.***
- ***Hang Banners***
- ***Set Up Office on the Fairgrounds***
- ***Make sure the grounds are landscaped and ready for the Fair***
- ***Assemble Supply/Ribbon Boxes for each Event.***